



AASIS Quick Reference Card
HRBEN---Adjustment Reasons

Adjustment Code	Adjustment Reason	When To Use	Date To Use
CANC	CANCELLATION	Employee cancels all coverage. Can also be used for dependents eligible for other coverage	1st of the month following the last day of coverage.
DDEP	DECEASED DEPENDENT	Removing dependent from coverage due to death.	1st of the month following the event.
DIV	DIVORCE	Removing spouse from coverage due to divorce. Can also be used to remove step-children who become ineligible due to a divorce.	1st of the month following the event.
INED	INELIGIBLE DEPENDENT	Removing dependent children who are no longer eligible for coverage.	1st of the month following the event.
FSC	FAMILY STATUS CHANGE	Adding dependents to existing coverage.	For newborns, use the date of birth. For other dependents, use the effective date of coverage.
HIP	HIPAA	Enrolling an employee due to a HIPAA event or adding dependents to Post-Tax coverage.	Effective date of coverage.
TTFT	TRANSFER TO FULL TIME	Employee transfers to a full-time position and becomes eligible for benefits.	Effective date of coverage.
RERE	REHIRE	Enrolling an employee in Benefits after a Rehire Personnel Action.	Date of personnel action. Participation date must be the same.
MISC	MISCELLANEOUS	Dropping Dependent Life or if Employee Optional Life is Post-Tax, use to drop all Employee Optional Life.	1st of the month following the last day of coverage.



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HIRE	NEW HIRE ENROLLMENT	New employee requesting benefits. (Automatically created during Hire Action.)	1 st day of employment.
JOB	TRANSFER (RTR PLAN)	Enrolling in new Retirement Plan	Date of personnel action.
JOB1	TRANSFER (ALL PLANS)	Enrolling in new Retirement Plans and Benefits elections.	Date of personnel action.
LF1E	RETURN FROM LWOP	Employee returning from an inactive status.	Date of return. <i>For military</i> , 1 st day of return or on a specified date provided by military personnel/employee.
REDH	REDUCTION IN HOURS	Employee's work hours reduced and he/she is no longer eligible for benefits.	1 st of the month following the last day of coverage.